

APPLICATION TO



PADUCAH PLANNING COMMISSION HISTORIC & ARCHITECTURAL REVIEW COMMISSION

Regarding the property identified below, the property of	wner makes application for the indicated request(s).
COMMON ADDRESS(ES)	
Number parcels included in the request:	Total acreage affected:
Is the property subject to any Correction or Violation I	Notice or other enforcement action (Y/N)?
Zoning District(s): Comprehensive	Plan recommendation:
PROPERTY OWNER	
Name(s)	
Mailing Address	
	State Zip
	nail
APPLICANT (if different than owner)	
Applicant Name	
Mailing Address	
	State Zip
	nail
The Property Owner requests approval of the following	(check all applicable):
Conditional Use or Similar Use approval	Cellular Tower approval
Variance (associated with another request)	Site Plan Approval (in A-1, C-1, NCCZ)
Development Plan	Major Amendment to Development Plan
Major Subdivision Plat	Waiver of Subdivision Standards
Certificate of Appropriateness (in H-1, H-2)	Certificate of Zoning Compliance (in NSZ)
Modification of a previously required plan or	condition (indicate date)
Other Approval	
I/we acknowledge that all applicable permits must be I/we authorize staff of the Department of Planning to I/we affirm that all of the information provided or attaunder the penalties of perjury.	inspect and post notice of the hearing on the property.
Signature of Property Owner	Signature of Property Owner
Printed Name Date	Printed Name Date
CITY OF PADUCAH DEPARTMENT OF PLANNING	PO Box 2267 PADUCAH, KY 42002-2267

CHECKLIST FOR PLANNING COMMISSION/ HARC APPLICATIONS

All information must be provided at the time of filing the application. Completed and signed Application. Application must be legible: must be signed by the property owner. ☐ Surrounding Property Owners. List of the names and addresses of all **EXAMPLE** owners of properties within 200 feet The proposed site is cross-hatched and highlighted in yellow & red. The property in orange (to the right of the site) is also owned of the subject property and any by the applicant; therefore the adjacent property is taken from property adjacent to the subject property owned by the that property line as well. The adjacent properties are checked and colored light green. applicant/owner shall be provided. Each of these 14 properties should receive notice in the mail. The City of Paducah does not constitute a property owner requiring notice if the property is right-of-way used for street or highway purpose. Street Names and addresses shall be from the records of the Property Value Administrator (PVA); the PVA is located at 621 Washington Street, Paducah KY 42003. Affidavit. Completed and signed Surrounding Property Owners Affidavit must be submitted. Owned by ☐ **Detailed Description**. Attach a Property Owner detailed description of what is requested and why. Include any drawings, data or supportive reasoning. Street Application Fee. Checks should be made out to "City of Paducah." Fees in accordance with city code Sec. 126-143. - Fee schedule, as amended, plus any recording fees (\$50).

List of Surrounding Property Owners

The undersigned hereby makes oath or affirms, under penalties of perjury, that the list below (or attached with) is a true and accurate list of names and addresses of **all property owners** within 200 feet of the subject property and any property adjacent to the subject property owned by the applicant/owner, **according to the Property Valuation Administrator** pursuant to KRS Chapter 100 and the by-laws of the Paducah Board of Adjustment.

Full Name Address	Full Name Address
City, State, Zip	City, State, Zip
Signature	Date
Printed Name	

Q. The lot adjacent to me is vacant or no one lives there—do I still have to obtain the property owner's name & address from the PVA (Property Valuation Administrator) office?

A. Yes, state law makes no exceptions for vacant property. All property is owned by someone; but they don't necessarily live there.

Q. Why can't planning staff tell me who the property owners are?

A. State law (KRS 100) indicates that the applicant is responsible for providing the adjoining property owners' information and that the Property Valuation Administration (PVA) is the agency which may be relied upon conclusively to determine property owners. The City of Paducah cannot assume any liability for incorrect property owners.

Q. I have already spoken to my neighbors and they are okay with my application. Do I still have to visit the PVA?

A. Yes, Kentucky State Law makes no exceptions. The City of Paducah is not at liberty to waive this requirement.

Q. I do not know the addresses of the adjacent properties — how can I get help with that?

A. Visit our on-line mapping service at www.map-gis.org. Lots and addresses can be determined from there, or the PVA staff can help when you visit them. McCracken County PVA is located at 621 Washington Street, Paducah, KY 42003. Office Hours are M-F 8:00 a.m. - 4:30 p.m. CT and the website is https://mccrackenpva.com/

Q. What happens after I file this application?

A. Staff prepares and mails the legal notice to surrounding property owners, posts a sign announcing the hearing on the actual site, and has a legal ad published in the newspaper. Staff will evaluate the request and prepare a written recommendation for the Planning Commission or HARC.

Q. What will the recommendation say? Can I get a copy of it?

A. Yes. You can get a copy. A copy will be emailed to you. Based upon the information submitted and research by staff, a written report is prepared and sent to the Planning Commission or HARC the week before the hearing.

O. Should or can I contact the Dept. of Planning staff?

A. Yes. Contact the planner assigned to your case to explain and answer questions about your application. Staff will also be able to answer questions about the process, the Comprehensive Plan, and the zoning ordinance. By providing staff complete information and reasoning, this information can be incorporated into the recommendation and report sent to the Planning Commission and HARC members.

Q. Should or can I contact the Planning Commission or HARC members themselves?

A. No. Contacting any member of the Planning Commission or HARC is against the law.

Q. Should I attend the hearing?

A. Definitely! You are the proposal's best advocate; come ready to present and sell your proposal.

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